

## **Manufacturing Supervisor**

### **Job Description**

- Plan daily schedule attainment. Assign Production Operators accordingly to meet daily productivity/throughput.
- Coordinate material flow, monitor hourly count and machine downtime.
- Hold regular meetings with production operators and support groups; conduct people and asset effectiveness (P&AE) programs to improve quality, productivity and yield to have an overall impact on the units manufactured in SMT.
- Ensure product built conform to quality requirement.
- Review production operator performance.
- Responsible to maintain and keep complete records of Production Operators on personal details, attendance, quality indices, quantity indices and turnover.
- Work with Engineers and Planners as and when required and take active part in various projects.
- Conduct annual reviews of production operators and explain various policies and procedures and ensure that these policies are administered fairly.
- Account for all direct and indirect materials and maintain 100% accountability.

### **Job Requirements**

- Degree in Business Studies, Economics, Science or equivalent.
- Possess knowledge in manufacturing which includes manufacturing techniques and practices, control procedures, equipment requirements, layouts and human relations.
- Able to coordinate and direct staffing and training.
- Able to evaluate quality and quantity performance and manpower development.
- Must be willing to work on shift schedule.

**Interested candidates may send your resume to [engineering@gmprecruit.com.my](mailto:engineering@gmprecruit.com.my). Kindly send your updated resume in MS Word or PDF format and indicate the position title as subject title in your email.**

**For more information, please contact GMP Malaysia at +603 2148 2388.**